

DAHP Repository Requirements

The following repositories have been determined to meet qualification standards for long-term management and preservation of archaeological collections. These standards promulgated by the National Park Service and published in 36 CFR Part 79 define minimum capabilities to provide adequate long-term curatorial services, including accepted policies and procedures, appropriate facilities, staffing and experience. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the collections involved.

To be listed as a repository with the Department of Archeology and Historic Preservation, institutions must meet the professional standards as set forth by the Department of the Interior, National Park Service. Applicants must submit an application, including answers to the DAHP Repository Questionnaire and the following documentation:

Reporting Institution: Burke Museum of Natural History and Culture
University of Washington
Box 353010
Seattle, WA 98195-3010

Point of Contact: Archaeology Collections Manager
Laura Phillips
206-685-3849 x2
lphill@u.washington.edu

Please note, you must be able to answer "yes" to the following four questions in order to apply:

Yes?

- ☒ Are you willing and able to curate entire collections, including bulk samples and associated archives?
- ☒ Do you have policies and procedures to protect archaeological site location data?
- ☒ Are you willing to provide DAHP an annually-updated inventory of your collections? *(Please note that this data may be shared with tribes, agencies and cultural resource specialists, as appropriate.)*
- ☒ Is your facility staffed year-round?

DAHP Repository Questionnaire

Collections

- What is your regular inventory schedule? How often and in what manner are your holdings inventoried?

Held-in-Trust collections are inventoried at the box level on an annual basis or as negotiated with the contracting agency. Itemized inventories are negotiated with the contracting agency and typically occur on a 3-5 year cycle. Itemized inventories are performed upon acquisition of all permanent collections, then, as-needed based on collection condition, movement, and access. On a yearly basis, a randomized sample of artifacts is selected for itemized inventory.

- What policies and procedures do you have in place to protect archaeological site location information?

The Burke Museum Archaeology Department requires parties interested in researching sensitive information, including site data, to submit a research request to the Archaeology Collections Manager for approval by the Archaeology Curator. Researchers are required to sign a non-disclosure statement upon approval of their request and before starting research. The Burke Museum is signatory to a Memorandum of Understanding with DAHP for GIS access. This data sharing agreement ensures that the data are exempt from public disclosure consistent with RCW 42.17.310 and requires that data access be restricted and a log be kept of all persons accessing the data.

- Describe your organizational and storage system for archival documentation, including field notes, site forms and reports, photographs, negatives, slides, maps and digital records.

Archival documentation is kept in a secure collections area accessible only by authorized staff. Files are organized by accession or project and cross-referenced by county and region. Burke Museum staff members are currently entering archival documentation into PastPerfect collections management software to facilitate identification of pertinent records.

- Do you comply with NAGPRA? If not, why? If you are required to comply, have you sent updates?

Yes, the Burke Museum has met initial deadlines for reporting summaries and inventories, and is in compliance with the new bi-annual reporting regulations enacted by National NAGPRA.

- Are you willing and able to curate collections from sites with multiple components that include 19th Century materials such as window glass and machine-made nails, as well as earlier Native American objects? If no, why not?

Yes, the Burke Museum already curates historic collections and will continue to accept such collections for held-in-trust and donation.

- Do you have a policy that addresses culling?

If collections are accessioned as part of the Burke's permanent collections, then culling is considered a deaccession process. According to our Collections Management Policy, any consideration to deaccession "shall be cautious, deliberate and scrupulous." Deaccessioning may be allowed only for well-considered analytical or educational purposes, and must be

approved by the Director in consultation with the Executive Committee. For Held-In-Trust Collections, culling would only be undertaken with the above considerations and in consultation with the original principal investigator and the relevant agency.

- Do you have a written curation guideline? If not, how do you provide archaeologists with your minimum standards?

Yes (see attached).

Facility

- Does your facility have appropriate environmental controls for all areas? How do you monitor and what type of records do you keep on environmental conditions?

See Section 3 of attached facilities report.

- Where are your collections stored?

Archaeology collections are curated at two locations: the Burke Museum main building and a secure off-site facility. Collection areas in both locations are accessible to authorized staff only and have security monitoring when not staffed. Collections are housed in locked cabinets in both locations.

- Do you have a dedicated space for researchers to utilize collections?

Yes, researchers are accommodated in the Burke Museum Archaeology Department lab and office worktable. Research space is separated from collections areas and supervised at all times.

- Please describe your security system for your institution, and specifically for your archaeological collections?

See Section 5 of attached facilities report. Access to all Archaeology Department collection areas is controlled by departmental staff. All collection areas are monitored by ADT during non-office hours.

- Are you accredited by AAM? (note: this is not a requirement)

Yes, accreditation was renewed in 2008.

Destructive Analysis

- How do you make decisions regarding destructive analysis?

Requests for destructive analysis are reviewed by the Curator of Archaeology and the Archaeology Collections Manager. If request involves a held-in-trust collection, departmental recommendations are submitted to controlling agency for final approval.

- How do you determine, monitor and provide access to meet research requests as defined in 36 Part 79.10?

Research requests are reviewed by the Curator of Archaeology and the Archaeology Collections Manager. Upon approval by the Curator of Archaeology, research access is controlled and supervised by the Archaeology Collections Manager or appointed Archaeology Department staff.

Additional Information

The Burke Museum is willing to temporarily curate human remains for tribes or agencies when the need arises. Space dedicated to the respectful holding of human remains and associated funerary objects is available on an on-going basis.

- *The Repository must be capable of assessing and overseeing research requests. 36 CFR Part 79 states that future laboratory analyses must be part of their consideration. When material in a collection is to be treated with chemical solutions or preservatives that will permanently alter the remains, when possible, they need to retain untreated representative samples of each affected artifact type, environmental specimen or other category of material remains to be treated. Untreated samples should not be stabilized or conserved beyond dry brushing.*

Documentation to be Included in Application

1. **A Collections Management Policy addressing the following: acquisitions, deaccessioning, loans, use of and access to collections, collections care and security** (For policy example see <http://www.flmnh.ufl.edu/admin/collect1.htm>. For recordkeeping see http://www.nps.gov/history/archeology/collections/mgt_01.htm)
 - *Collections Management Policy must include the following practices:*
 - *Recordkeeping*
 - *Records on acquisitions, condition assessments*
 - *Loan documentation and insurance*
 - *Collection use*
 - *Collection Care – Do they have measures in place to protect the objects and archives from breakage and possible deterioration from adverse temperature and relative humidity, visible light, ultraviolet radiation, dust, soot, gases, mold, fungus, insects, rodents and general neglect?*
 - *Access Policy--Can the institution ensure that they will make the collection available for scientific, educational and religious uses, subject to such terms and conditions as are necessary to protect and preserve the condition, research potential, religious or sacred importance, and uniqueness of the collection?*
 - *Deaccessions*
 - *Destructive analysis*

- *Culling*

2. A plan view or map and accompanying description that demonstrates that the institution has adequate space to accept additional collections, and showing space dedicated to archaeological collections. Please include current volume in use and available.

- *Must demonstrate adequate space is available.*
- *Space used for storage, study, conservation and, if exhibited, any exhibition must not be used for non-curatorial purposes that would endanger or damage the collection (e.g. bathrooms, rooms with hot water heaters are not acceptable).*

3. List of staff dedicated to management of archaeological collections. Please including vitae/resumes and organizational chart

- *The repository must have at least one full-time, permanent qualified museum professional with at least 3-months of archaeological collections experience. 36 CFR Part 79 (79.4(h)) states:*
 - *A Qualified museum professional means a person who possesses knowledge, experience and demonstrable competence in museum methods and techniques appropriate to the nature and content of the collection under the person's management and care, and commensurate with the person's duties and responsibilities (79.4(h)).*

4. A facilities report that describes the physical plant and how the institution meets local electrical, fire, building, health and safety codes (See AAM Standards at http://sceti.library.upenn.edu/dreyfus/docs/Standard_Facility_Report.pdf)

- *Do they have dedicated requisite facilities, equipment and space in the physical plant to properly store, study and conserve the collection?*
- *Do they have an appropriate and operational fire detection and suppression system?*
- *Do they have an appropriate and operational intrusion detection and deterrent system?*

5. An Emergency Preparedness Plan

- *Do they have an adequate emergency management plan that establishes procedures for responding to fires, floods, natural disasters, civil unrest, acts of violence, structural failures and failures of mechanical systems within the physical plant?*

THE THOMAS BURKE MEMORIAL WASHINGTON STATE MUSEUM

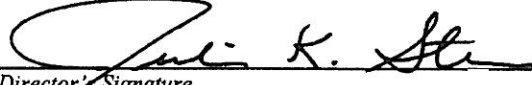
COLLECTIONS MANAGEMENT POLICY

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Approved by the Executive Committee on:

4/6/2006

Director's Approval:


Director's Signature

4/6/2006

Date

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I. INTRODUCTION

The Thomas Burke Memorial Washington State Museum, also known as the Burke Museum of Natural History and Culture, is an institution of the State of Washington and is administered through the University of Washington on behalf of the state legislature. Administration of the accessioned scientific collections, educational and exhibit materials are governed by policies and regulations enacted by the State of Washington, by the University of Washington regents, and by the Museum.

The Collections Management Policy of the Burke Museum establishes guidelines and procedures for the acquisition, disposition, and use of the collections of the Museum. This policy statement, as approved by the Museum's Executive Committee, supersedes all previous policies on collections management.

Since professional practices vary considerably among the disciplines represented by the Museum staff, specific collection policies for each discipline are a necessary complement to this document. These policies must be consistent with this Collections Management Policy.

The Museum was founded in 1885 by Young Naturalist's Society members, who erected a museum building on the Washington Territorial University (WTU) campus. The Museum was officially recognized by the state legislature in 1899 as the Washington State Museum and functions as a public service unit of the University of Washington (UW). Through a bequest from the Caroline McGilvra Burke estate in honor of Judge Thomas Burke, the Museum acquired its current name in 1962. The Museum is governed by the UW Board of Regents through the Dean of the College of Arts and Sciences and is subject to all University regulations, policies, and procedures.

All Museum policies and procedures will be reviewed at least every five (5) years to insure conformity to prevailing standards of museum management and to reflect any change in circumstance since the last review. Policies and procedures are in accord with the code of ethics of the AAM and ICOM and will be revised as required by changes in these codes. All revisions of policies and procedures must be approved by the Museum's Executive Committee.

The Executive Committee is responsible for ensuring adherence to the Collections Management Policy.

II. THE MISSION STATEMENT OF THE MUSEUM

The Burke Museum is dedicated to creating a better understanding of the world and our place in it. The Museum is responsible for Washington State collections of natural history and cultural heritage, and for sharing the knowledge that makes them meaningful. The Burke Museum welcomes a broad and diverse audience and provides a community gathering place that nurtures life-long learning and encourages respect, responsibility, and reflection.

III. COLLECTIONS COMMITTEE MISSION STATEMENT

The Collections Committee supports the growth, preservation and protection of the collections and related documents of the Burke Museum through policy and procedure development. The Collections Committee also serves as an advocate for collections use in research, exhibits and public programs, while contributing to the mission of the Burke Museum.

IV. ACQUISITIONS

A. Objects for Museum Collections

1. Objects and associated archival material may be accepted and accessioned into the collections if they are relevant to and useful in fulfilling the mission of the Museum.
 - a. Divisional Curators or Collections Managers may provisionally accept objects or request that objects be accessioned into the collections.
 - b. The Divisional Curator, Collections Manager, or Registrar must prepare a Temporary Custody Receipt form when gifts of objects come into custody of the Museum.
 - c. The Divisional Curator or Collections Manager must submit paperwork in the form of a Temporary Custody Receipt, Invoice of Specimens Form, email request, or other written request to the Registrar within one week of receipt.
 - d. The Divisional Curator must formally approve all accessions by either signing the Temporary Custody Receipt, Invoice of Specimens, or other written request. In the case of an email accession request from the Collections Manager, a carbon copy email must be sent to the Curator who will reply in the event that the accession does not meet their approval.
 - e. If the Divisional Curator is unavailable he or she may designate the Collections Manager within their division to make accession approval decisions on their behalf. The Divisional Curator must notify the Registrar and Director in writing.
 - f. The Registrar reviews all new accessions and will consult with the requesting division if special circumstances arise, such as space, legal, or ethical issues. If the issue cannot be resolved through consultation with the division then the Registrar will be present it to the Collections Committee and/or Executive Committee for further discussion and recommendations..
 - g. Final approval is indicated by the Director's signature on the Accession

Approval Form after the Divisional Curator or Collections Manager has determined that the conditions in Section IV.A.2 below have been met.

2. Objects and archival materials may be accessioned into the Museum's collections when the following conditions are met:
 - a. the objects and archival materials are collected and imported legally and in conformity with all applicable international, national, state, and local laws and regulations;
 - b. the objects and archival materials are consistent with divisional collecting priorities (see Appendices A-F);
 - c. the Museum can reasonably expect to provide for the storage, protection, and preservation of the objects and archival materials under conditions that insure their availability in keeping with professional standards;
 - d. the Museum receives a legal instrument of conveyance for gifts and purchases (which must be placed in the registration files) giving an adequate description of the object and archival materials and the conditions of transfer and, if applicable, signed by the donor, an authorized Museum representative, and the Divisional Curator; and
 - e. the Museum can acquire valid and legal title to the objects and archival materials without restrictions, but allowing for the exceptions listed below:
 - (1) If, under special circumstances, objects and archival materials are accepted with restrictions or limitations, such acceptance and conditions must:
 - (a) be approved by the Division Chair and the Director and
 - (b) be stated clearly in the instrument of conveyance and made part of the accession records for the object.
 - f. archaeological objects will not be purchased by the museum.
3. Accession and catalogue records will be maintained as follows:
 - a. The Divisional Curator or Collections Manager, in coordination with the Registrar, will make a paper record of the conditions and circumstances under which objects were accessioned into the collections. These records will be retained as part of the Museum's registration files.
 - b. All gifts are reported through the University of Washington's development channels.
 - c. Accessioned objects must be catalogued by the Division (individually

or by lot); a paper copy of the catalogue record, including the accession number, shall be maintained within the Division.

4. UW Gift Policy and Appraisal

- a. Appraisals are the responsibility of the donor; museum staff may not legally provide monetary valuation to any objects.
- b. The Registrar will prepare a Gift Policy Report with the signature of a Burke Museum Development Officer to send to the University of Washington Central Development office.
- c. All gifts are reported through the University of Washington's development channels. Gifts for which the donor expects recognition of value by the University of Washington must be accompanied by an appraisal or recent bill of sale. Appraisals are the responsibility of the donor; Museum staff may not assign monetary valuation to any material that might be accepted into the Museum's collections.

B. Library Material for Museum Library Collections

1. Library materials may be accepted into the Museum library collections if they are relevant and useful to the purposes and activities of the Museum. Approval to accept library material into the Museum library collections may be granted by the Divisional Curator, Collections Manager, Registrar, or Division Chair.
 - a. Library materials are not accessioned into the museums collection.
 - b. For gifts from individuals, the Museum generates a legal instrument of conveyance (Deed of Gift), which must be placed in the registration files, giving an adequate description of the library material, signed by the donor and by an authorized Museum representative.
 - c. Gifts of library material should be reported to the Registrar so that they may be reported to UW Development channels and recorded in the Registrar's Office as a gift in the Donor files. The Divisional Curator, Collections Manager, or department head must complete a written notification of approval to accept when the library material comes into custody of the Museum and submit it to the Registrar within one week of custody.
 - d. All gifts are reported through the University of Washington's development channels.
2. Library material may be accessioned into the Museum's permanent archival collections when the following conditions are met and per divisional policy:

- a. The library material has become rare, unique, or extremely valuable and therefore should no longer be available for general use.
- b. The Museum can reasonably expect to provide for the storage, protection, and preservation of the material under conditions in keeping with professional standards.
- c. Library accession records will be maintained as follows:

After receiving a written notification of approval to convert library material from the division, the Registrar will make a permanent record of the conditions and circumstances under which library material(s) were accessioned into the Museum library collections. These records will be retained as part of the Museum's registration files.

C. Archival material

1. Archival Materials may be either institutional or divisional. They are defined as records of an individual, organization, institution, or expedition kept for their continuing value. They may be in the form of published, unpublished handwritten or typed documents, drawings, maps, posters, prints, blue-prints, photographic materials, machine-based audiovisual media, or other material documentation that records words or images.
2. Archival materials may be accepted and accessioned into the collections if they are relevant to and useful in fulfilling the mission of the Museum.
 - a. The Collections Manager may provisionally accept archival materials or request that archival materials be accessioned into the collections.
 - b. The Collections Manager or Registrar must prepare a "Temporary Custody Receipt" form when the archival materials come into custody of the Museum. The Collections Manager must submit this paperwork to the Registrar within one week of receipt. For requests to accession, please refer to Section IV. A.

D. Objects for Divisional Teaching Collections

1. The teaching collections of each Division include objects that relate to or complement the Division's permanent collections.
2. Expendable objects useful to divisional teaching collections may be accepted but will not be accessioned.
3. Approval to acquire objects for divisional teaching collections may be granted by the Divisional Curators or Collections Managers.
4. Objects may be accepted by the Museum for the divisional teaching collections when the following conditions have been met:

- a. the objects are collected and imported legally and in conformity with all applicable international, national, state, and local laws and regulations;
 - b. a legal instrument of conveyance, setting forth an adequate description of the objects involved, accompanies all gifts made to divisional teaching collections. Teaching collection acquisition records, along with the objects themselves, will be maintained within the Division. The Registrar shall have access to these records. The Division will provide the Registrar with copies of the acquisition record.
5. All gifts for divisional education teaching collections are reported to the Registrar who assigns them a tracking number and reports the gift through the University of Washington's development channels.

E. Objects for Education Division Collections

1. Objects may be accepted for the Education Division if they are relevant and useful to the purposes and activities of the Museum.
2. Expendable objects useful to the Education Division may be accepted but will not be accessioned.
3. Approval to acquire objects for the Education Division Collection may be granted by education staff.
4. Objects may be accepted by the Museum for the Education Division Collection when the following conditions have been met:
 - a. the objects are collected and imported legally and in conformity with all applicable international, national, state, and local laws and regulations;
 - b. All gifts for divisional education teaching collections are reported to the Registrar who assigns them a tracking number and reports the gift through the University of Washington's development channels.
 - c. a legal instrument of conveyance, setting forth an adequate description of the objects involved, accompanies all gifts made to the Education Division. Education Division acquisition records, along with the objects themselves, will be maintained within the Education Division. The Registrar shall have access to these records.

F. Objects for Development Purposes

1. In rare instances, the Museum may be offered objects by a donor whose express purpose is that they be used to support operations, collections, and programs of the Museum.
2. Approval to acquire objects for developmental purposes is granted by the

Director. The Museum will coordinate disposition of the objects and allocation of funds accruing from a sale.

3. Objects may be accepted by the Museum for developmental purposes when the following conditions have been met:
 - a. the objects are collected and imported legally and in conformity with all applicable international, national, state, and local laws and regulations;
 - b. these objects, not to be accessioned into the collections, are acquired with the donor's consent for developmental purposes;
 - c. all gifts are reported through the University of Washington's development channels. Gifts for which the donor expects recognition of value by the University of Washington must be accompanied by an appraisal or recent bill of sale. Appraisals are the responsibility of the donor; Museum staff may not assign monetary valuation to any objects that might be accepted by the Museum for developmental purposes. The donor will be informed that donations for developmental purposes may not be deductible at full market value.
 - d. a legal instrument of conveyance, setting forth an adequate description of the objects involved and stating donor's intent, accompanies all gifts made for developmental purposes and must be kept permanently on file by the Registrar.
4. Requirements for disposition.
 - a. Such objects accepted for development purposes may be sold, traded, or disposed of or used in any other manner the Museum sees fit in order to enhance the operations and programs of the Museum.
 - b. A record of final disposition must be kept permanently on file by the Registrar.
 - c. In disposing of objects donated for developmental purposes, Museum staff shall adhere to all applicable IRS requirements.

V. DEACCESSION AND DISPOSAL OF OBJECTS AND LIBRARY MATERIAL

A. Objects and Library Material for Deaccession and Disposal.

1. Generally, objects, including library material, should be kept for as long as they retain their usefulness for the purposes of the Museum's mission and the divisional scope of collections.

2. Deaccessioning may be undertaken for the sole purpose of advancing the quality and preservation of collections, except that the Museum will carry out deaccessioning as required by applicable state or federal laws, e.g. P.L.101-601, the Native American Graves Protection and Repatriation Act (see Appendix G).
3. The deaccession process shall be cautious, deliberate, and scrupulous. Deaccessioning of objects for well-considered analytical, educational, or other purposes may be allowed.

B. Objects Divided Into Three Classes:

1. Exempt objects are those that, in the opinion of the Divisional Curator, have minimal market, research, and educational value. Disposition of exempt objects must conform to the procedures set forth in Section IV.C.4.
2. Non-exempt objects as described in Section IV. A are non-exempt and their disposition must conform to all standards set forth in Section IV.C. 1-3.
3. Destructive analysis: (see Appendix F)

C. Approval to Deaccession:

1. The circumstances of acquisition will be investigated to ascertain that the Museum has the legal right to deaccession an artifact or specimen.
2. The Divisional Curator should, as a courtesy, consider informing donors of pending deaccession actions. However, only in the case of open public sale would a donor have the opportunity to reacquire the object.
3. Approval to deaccession non-exempt objects is granted by the Director, in consultation with the Executive Committee, after completion of the following:
 - a. The Divisional Curator has determined that the object no longer meets criteria as stated in Section IV.A.
 - b. The Divisional Curator or Collections Manager files a proposal to deaccession with the Registrar, who then submits the proposal for review at the regular Executive Committee meeting.
4. Approval to deaccession exempt objects is granted by the Divisional Curator, after completion of the following:
 - a. The Divisional Curator or Collections Manager has apprised the Registrar, in writing, in advance, that the deaccession will occur.
5. Objects for destructive analysis: (see Appendix F)

D. Disposition of Deaccessioned Objects:

1. When disposing of deaccessioned objects, the Museum must ensure that the manner of disposition is in the best interests of the Museum, the public it serves, the public trust it represents in maintaining the collections, and the scholarly or cultural communities of which it forms a part.
 - a. Deaccessioned objects will not be given, exchanged, or sold to employees of the Museum, members of the governing authorities or to their representatives. No private sales will be made to individuals.
 - b. Deaccessioned objects will not be returned to a previous owner except in those instances where the object is to be returned under HR 5237 Native American Graves Protection and Repatriation Act (see Appendix D); or where negotiated with a federal agency of origin; or where purchased by a previous owner at - public sale.
2. Non-exempt objects may be disposed of in the following manner.
 - a. Preference will be given to placing the object, through transfer, exchange, or sale to another not-for-profit institution. No transfers or exchanges will be made to individuals or for-profit organizations.
 - b. If the object is inappropriate for transfer, exchange, or sale to another not-for-profit institution, consideration will be given to placing the object in Museum public education or teaching collections.
 - c. If the object is inappropriate for transfer, exchange, or sale to a not-for-profit institution, or for educational purposes, consideration will be given to offering the object for sale at public auction.
 - (1) Vertebrate fossils and archaeological objects will not be sold.
 - (2) All sales of objects from the Museum collection to individuals must be at advertised public auction or in the public market place. No sales of deaccessioned non-exempt materials will be made through the Museum Store.
 - (3) All proceeds from the sale of deaccessioned objects will be used, with the approval of the Division Chair and Director, for the acquisition of other objects for the Division from which the deaccessioned material came.
 - d. If it is deemed to be the best alternative, a deaccessioned object may be discarded or destroyed. Physical disposal or destruction of a deaccessioned object must be witnessed, and a record of the date and manner of disposal or destruction and witness names must be on file with the Registrar and the Division.

3. Exempt objects may be disposed of in the following manner:
 - a. If the object has minimal research and scientific value, consideration will be given to placing the object in Museum public education or teaching collections.
 - b. If it is deemed to be the best alternative, a deaccessioned object may be discarded or destroyed.
4. Destructive analysis(see Appendix F)

E. Deaccession Record.

1. A record of the conditions and circumstances under which objects are deaccessioned and disposed of will be made and retained as part of the Museum's accession files. Records also will be kept in the pertinent Division catalogue or files.

F. Exempt Materials

1. Exempt materials, such as Education Division materials, Divisional teaching collections, and library materials are not accessioned and therefore are not included under deaccession policies and procedures. However, disposal records must be maintained.
2. Exempt materials, such as Culled mineralogical and paleobotanical specimens (that have never been accessioned) from field collections may be sold through the Museum Store. Vertebrate fossils and archaeological objects will not be sold. All proceeds from the sale of deaccessioned exempt objects in the Museum Store will be deposited in a Museum general fund.

VI. LOANS

A. Incoming Loans

1. Incoming loans can be accepted by scientific divisions or the Registrar only for purposes of exhibition, education, identification, evaluation for accession, or scholarly research subject to policies and practices within each Division. All incoming loans must be approved by the Divisional Curator or Collections Manager. The Education and Exhibits Division may not accept loans.
2. The Burke Museum accepted loans with the approval of both the Executive Committee and Director on a permanent basis into its collection in the past but has since changed its policy and will no longer accept permanent loans.
3. Pursuant to State Law RCW 63.26, it is the responsibility of the owner of property on loan to the Burke Museum to notify the museum promptly in writing of any change of address or change in ownership of the property.

4. The Museum will not knowingly accept incoming loans in which the objects were acquired or collected illegally, or not in conformity with all applicable international, national, state, and local laws and regulations.
5. All loans will require a written agreement between the lender and the Divisional Curator, Collections Manager, or Registrar. Loan documentation will be kept by the Collections Manager or Registrar. In those instances where there is no Collections Manager, the Division Chair is responsible for maintaining files.
6. For in-house exhibit loans, the lending Divisional Curator or Collections Manager are responsible for ascertaining that the exhibit environment conforms to accepted museum standards for conservation and security.
7. Each Division must keep a centralized file of incoming loan records to which the Registrar has access.
8. The Registrar will be responsible for documenting, insuring, storage, access, unpacking, repacking, and shipping all incoming loans for exhibition. The Divisional Curator or Collections Manager will be responsible for documenting, unpacking, repacking, and shipping all Division research loans. (See Appendix D for forms and procedures.)
9. The Registrar will be responsible for ascertaining that the exhibit environment conforms to accepted museum standards for conservation and security.
10. The Registrar will be responsible for the care and preservation of objects on incoming loan for exhibit.
11. The Museum will insure incoming loans for exhibit purposes. The Museum need not insure incoming Division research loans or loans left for consideration of accession or identification unless the lender specifically requests such coverage.
12. The Registrar will be consulted on the method of installation of the objects on incoming loan in the exhibit.
13. The Registrar will handle all incoming loan objects according to standard professional museum practice and will not repair, clean, alter, or restore the objects without the approval from the lender.
14. At the end of a specified loan period, loans that are not claimed by the lender will be handled pursuant to Washington State Law RCW 63.26, (See Appendix G for a copy of this State Law) for procedures see section V. B. Abandoned Property, below.
15. The Museum will not transfer possession, repair, clean, alter, or restore objects it has received on loan (with the exception of permanent loans)

without the express written approval of the lending institution. Exceptions to the requirement of written approval to clean or alter may be specified within divisional procedures.

16. Material belonging to other institutions will not be reproduced in any manner without the written permission of the institution that owns the original.

B. Abandoned Property

1. Abandoned Property: Any property held (except by the terms of a loan) by the museum for five years or more and remained unclaimed is deemed to be abandoned. For loans of an indefinite period for which the museum has held the property for 5 years or more and the original lender, or anyone acting legitimately on the lender's behalf has not contacted the Burke Museum in writing, such property shall be deemed abandoned. Abandoned property becomes the property of the Museum once notice has been published as required by the process outlined in the State Law RCW 63.26 (See Appendix G for a copy of this State Law) and no claim is asserted.
2. The Burke Museum accepted some loans on a permanent basis into its collections in the past but has since changed its policy and will no longer accept permanent loans.
3. It is important to determine which objects are "unclaimed loans" and which are "undocumented objects":
 - An object from an unclaimed loan is an object that museum records show was placed on loan for a fixed period or indefinite period, and which has not been retrieved by its owner in a timely fashion pursuant to RCW 63.26.
 - An undocumented object (also called "an object found in the collection") is an object in the possession of the museum for some time but with no identifiable record of the manner of acquisition.
4. In those instances where permanent loans were made it has been the responsibility of the lender to notify the responsible Museum Curator or Registrar regarding changes of address or ownership affecting materials on loan. In the interest of the growth and maintenance of the Museum's collections and in the preservation and protection of unclaimed tangible property of artistic, historic, cultural and/or scientific value left in the custody of the Museum, the Museum reserves the right to terminate permanent loans as necessary.
5. No research access or exhibition will be permitted on abandoned property.

6. The Museum may terminate a loan for unclaimed property in its possession. The Division initiates the process outlined in the State Law RCW 63.26 (See Appendix G for a copy of this State Law), under the advice of the Registrar who will guide all legal proceedings.

The key provision of this statute is the requirement to give notice. To give notice of abandoned property or of the termination of a loan:

- (a) Good Faith Search: The museum shall make a good faith and reasonable search for the identity and last known address of the lender from the museum records and other records reasonably available to museum staff. If the museum identifies the lender and the lender's last known address, the museum shall give actual notice to the lender that the loan is terminated pursuant to subsection (b)(1), below. If the identity or the last known address of the lender remains unknown after the search, the museum shall give notice by publication pursuant to subsection (b)(2), below.
- (b) Public Notice:
 - (1) Notice to Lender: This notice of termination of a loan of unclaimed property shall take substantially the following form. The museum shall send a letter by certified mail return receipt requested to the lender at the lender's last known address giving a notice of termination of the loan, which shall include the following information:
 - (i) Date of notice of termination;
 - (ii) Name of lender;
 - (iii) Description of property in sufficient detail for ready identification;
 - (iv) Approximate initiating date of the loan (and termination date, if applicable), if known;
 - (v) The name and address of the appropriate museum official to be contacted regarding the loan;
 - (vi) Statement that within 90 days of the date of the notice of termination, the lender is required to remove the property from the museum or contact the designated official in the museum to preserve the lender's interests in the property and that failure to do so will result in the loss of all rights in the property pursuant to RCW 63.26 (See Appendix G).
 - (2) Notice of Publication: If the museum is unable to identify sufficient information to send actual notice then the process outlined in State Law RCW 63.26.040 should be followed.

7. Museum Gaining Title to Property; Conditions

- (a) The Museum acquires title to abandoned property, under any of the following circumstances outlined in State Law RCW 63.26 (See Appendix G).

C. Outgoing Loans - Scientific Collections

1. The Burke Museum will lend objects to qualified institutions for exhibition, education, or scholarly research subject to the policies and practices within each Division. All outgoing loans must be approved by the Divisional Curator.
2. Requests will be considered on a case-by-case basis and approval is contingent upon such considerations as the structural stability of the objects; security; environmental conditions; exhibition or research conditions at the borrowing facility; insurance, crating, transportation, length of exhibition or research, and requirements for courier service; Museum needs for the item(s); staff time available for processing loan requests; and the scholarly and/or educational worthiness of a given exhibition or display.
3. Outgoing loans will be lent for a specified period of time and will be subject to payment of appropriate fees. Each Division may determine whether or not a fee is charged for services performed materials used for shipping in preparation of the loan. The fee charged will be set by the Division and agreed upon with the borrower prior to the loan.
4. Objects will not be lent to individuals except under special circumstances and with the approval of the Director. (See Appendix D for divisional procedures.)
5. Outgoing loans will be lent for a specified period of time and will be subject to review at least annually. The loan may be renewed with the approval of the Divisional Curator prior to the originally specified return date, with the exception of loans for destructive analysis (See Appendix F). If reasonable attempts by the division to retrieve the loan fail, the Registrar's Office may enlist the aid of the State Attorney General to resolve the issue.
6. All loans will require a written agreement between the borrower and the division or Registrar's Office.
7. Each Division must keep a centralized file of outgoing loan records to which the Registrar has access. Loan documentation will be kept by the Collections Manager or Registrar where applicable. If the division has no Collections Manager, the Division Chair is responsible for maintaining the files.
8. The Divisional Curator or Collections Manager will be responsible for documenting, packaging, shipping, and monitoring all divisional exhibit, research, and educational loans. (See Appendix D for forms and procedures.)
9. Insurance on loans will be handled according to the standards of the scientific discipline represented.

10. The borrower will not transfer possession, repair, clean, alter, or restore objects it has received on loan without express written divisional approval. Exceptions to the requirement for written approval to clean or alter may vary by divisional procedure.
11. Material belonging to the Museum will not be reproduced in any manner (See Divisional policies for exceptions, Appendices A-D).

D. Outgoing Loans - Education Division Collections

1. The Burke Museum will lend objects to institutions, organizations, and individuals for educational purposes. Outgoing loans must be approved by Education Division Staff.
2. Outgoing loans will be lent for a specified period of time and will be subject to payment of appropriate fees.
3. The Education Division must keep a detailed inventory of traveling collection contents.
4. The Education Division must keep a centralized file of outgoing loan records to which the State Auditor has access.
5. Education Division staff will be responsible for documenting, packaging, shipping, and monitoring all Education Division loans.
6. The borrower will not transfer possession, repair, clean, alter, or restore objects it has received on loan without written divisional approval.
7. Material belonging to the Burke Museum will not be reproduced in any manner without the written permission of the Education Division staff.

E. Outgoing Loans - In-house

1. Each scientific division will lend objects for exhibition, research, and teaching subject to the policies and practices of the Division. All in-house loans must be approved by the Collections Manager or appropriate Divisional Curator.
2. Requests for loans must be submitted to the division. Requests will be considered on a case-by-case basis and approval is contingent upon such considerations as structural stability of the objects, security, and environmental conditions. Lead time required on requests varies by Division and may be found within the divisional procedures section.
3. Access to in-house loan objects will be granted by the lending Division's Collections Manager.

4. In-house loans will be lent for a specified period of time and may be renewed with the approval of the lending Divisional Curator or Collections Manager prior to the originally specified return date. Except for loans for destructive analysis (See Appendix F).
5. All in-house loans will require loan documentation and monitoring per divisional policy. (See Appendix G for forms and procedures.)
6. The lending Divisional Curator or Collections Manager is responsible for the care and preservation of objects originating from his/her Division that are placed on exhibit.
 - a. For in-house exhibit loans, the lending Divisional Curator or Collections Manager are responsible for ascertaining that the exhibit environment conforms to accepted museum standards for conservation and security.
 - b. The Divisional Curator must be consulted on the method of installation for the object and must approve the completed installation of the object in the exhibit.
 - c. The Exhibit Division staff will handle in-house loan objects according to standard professional museum practice and will not repair, clean, alter, or restore the objects without the approval from the lending Division.

VII. HELD-IN-TRUST COLLECTIONS

A. Objects or Collections to be Held-In-Trust

1. Collections or object(s) and associated archival materials that are owned by an outside agency, institution, or tribe may be held by the Museum for curation without being accessioned.
 - a. A formal request in writing must be submitted to the Divisional Curator proposing the collection(s) or object(s) to be reviewed for curation.
 - b. All Held-In-Trust collections will require a "Held-In-Trust" agreement between the Depositor and the Divisional Curator, Collections Manager, or Registrar prior to the objects coming into custody of the Museum. The Divisional Curator or Collections Manager must submit all Held-In-Trust documentation to the Registrar who will maintain a file.
 - c. The museum will not knowingly accept Held-In-Trust collections that were acquired or collected illegally, or not in conformity with all applicable international, national, state, and local laws and regulations.
 - d. NAGPRA related collections or objects in the process of repatriation may be deaccessioned from the Museum's collection in preparation of

repatriation back to the tribe and these collections that have not yet been physically transferred may be eligible to be Held-In-Trust. (See Appendix H for the Burke Museum's Native American Collection Policy).

- e. Pursuant to State Law RCW 63.26, it is the responsibility of the Depositor to notify the Museum promptly in writing of any change of address or change in ownership of the property that is Held-In-Trust by the Museum.
 - f. If no claim is made or action filed to recover the objects after expiration of the Agreement, then after the procedures have been followed pursuant to State Law RCW 63.26, the Museum will deem the objects listed on the Held-In-Trust agreement donated.
 - g. Upon termination or expiration of the Held-In-Trust agreement, the Depositor agrees to remove the collections from the Museum's premises within 30 days at the Depositor's expense. If the Depositor fails to remove the collection within 30 days, the Depositor shall be responsible for paying for the packaging and transportation costs. If the Museum terminates the Agreement prior to the date on the Agreement, the Museum shall be responsible for paying the packaging and transportation costs.
3. Held-In-Trust Collections may be accepted by the Museum when the following conditions are met:
- a. The Depositor must provide the Museum formally in writing with an inventory, purpose, and dates for the proposed collection to be Held-In-Trust by the Museum.
 - b. Title/control of the Held-In-Trust collection being cared for and maintained by the Museum lies with the Depositor.
 - c. The agency or institution (Depositor) must certify that the collection(s) are in good/stable condition at the time of delivery
 - d. Held-In-Trust collections will be considered if they complement the existing collections.
 - e. The Museum can properly care for and store the collection(s).

B. Held-In-Trust Curation Fees

- 1. Curation fees will be charged based upon the assessment of the Museum.
 - a. Collections will be assessed for fees based upon the size, type of collection, and length of time to be curated by the Museum.
 - b. The Agreement will outline the period of time and cost for curation.

- c. Upon expiration of the Agreement, the Museum may assess additional curation fees for materials remaining at the Museum.

2. Exempt Curation Fees

- a. The Museum reserves the right to decide whether a curation fee is appropriate based on the size, type of the collection, and the period of time to be curated.
- c. NAGPRA related objects that have been deaccessioned from the Museum's collection in preparation of repatriation back to the tribe but have not yet been physically transferred.
- d. Upon expiration of the Agreement, the Museum may assess additional curation fees for materials remaining at the Museum.
- e. Upon renewal of the agreement a fee may be assessed for curation.

C. Access to Held-In-Trust Collections

- 1. Held-In-Trust collections are available for research by qualified researchers and may be photographed, sketched, reproduced or exhibited, unless the Museum is notified in writing to the contrary by the Depositor.
- 2. Held-In-Trust collections subject to repatriation/disposition under NAGPRA are closed to research, unless the Museum is notified in writing to the contrary by the Depositor. (See Appendix H for the Burke Museum's Native American Collection Policy).

D. Care of Held-In-Trust Collections

- 1. The Museum will exercise the same care in respect to the Held-In-Trust collections as it does in the safekeeping of comparable property of its own.
- 2. Evidence of damage to objects at the time of receipt or while in the Museum's custody will be reported promptly to the Depositor.
- 3. No alteration, conservation, or repair to objects will be undertaken without the authorization of the Depositor.

VIII. USE OF COLLECTIONS

A. Access to Collections

- 1. The Division Chair sets the policy and procedures for access to the collections for which he or she has responsibility. The Division Chair also has the ultimate authority in approving or denying this access.
- 2. Approval for requests for access to the collections is subject to the requesting

party satisfactorily completing the appropriate divisional collections access procedures.

3. During established office hours, the collections and related records will be subject to procedures necessary to safeguard the objects and to restrictions imposed by limitations of exhibition or other program requirements, availability of study space and facilities, applicable professional standards of ethical practice by discipline, and availability of appropriate curatorial staff. (See Appendices A-D for divisional policies and procedures on access to collections.)
 - a. Access to certain types of information, such as donor-stipulated closed files, donor identity, object values and locations, or that governed by statutes that restrict public access to certain types of information, such as the location of archaeological sites, may be restricted or denied.
 - b. Examination of collections shall be restricted to areas designated for this purpose; access to storage areas by the public or unauthorized staff will not be allowed unless specifically approved by the Divisional Curator or Collections Manager.
4. Persons requesting access to Museum collections will be supervised at all times, unless specific approval to the contrary is granted by the Division Chair.
5. After-hours access to the collections must be arranged with the Collections Manager or Divisional Curator. Whoever arranges after-hours access to a collection area is responsible for the security of all collections at the time such access occurs.
6. No commercial or promotional use of the Museum's permanent collections, information or images resulting from their examination shall be allowed unless specific approval in writing is granted by the Public Relations Coordinator and Collections Manager or Divisional Curator.
7. Access to and use of Museum collections and records shall be credited in all publications, exhibitions, and other presentations according to divisional convention.

B. Photographing the Collections

1. Collection objects, not on exhibition, may not be photographed without express permission and advance approval of the Divisional Curator or Collections Manager. Photography of these objects shall be closely supervised by the Divisional Curator or Collections Manager who will ensure accordance with professional photographic and collection handling methods.
2. Collection objects, on exhibition, may not be photographed without express permission and advance approval of the Divisional Curator or Collections

Manager. Requests to photograph the collections on exhibition, for non-personal use, require advance approval from the Public Relations Coordinator and Divisional Curator or Collections Manager.

- a. No photography of loan objects on exhibition is allowed without advance approval from the Registrar. Photographers shall adhere to professional photographic and collection handling methods and shall be closely supervised by the Registrar.
3. The use of tripods and other such additional photographic equipment in the galleries require the approval of the Public Relations Coordinator.

C. Charges for Access, Reproduction, and Use of the Collections;

1. Access, reproductions, and use of the collections may involve fees. Such charges will be based on fee schedules approved by the Executive Committee.

IX. COLLECTIONS CARE

A. Care

1. The Museum will make every reasonable effort to ensure that its collections are stored, handled, used, and exhibited according to current professional Museum standards.
2. The Divisional Curators and Collections Managers are responsible for overseeing the care of collections.
 - a. The Divisional Curators and Collections Managers will develop and implement procedures and programs providing guidelines for the maintenance of the collections.
 - b. The Divisional Curators and Collections Managers will review current available literature to make the best possible use of recent developments in the field of collections care.
3. The Registrar is responsible for the care and preservation of objects on loan to the Museum for exhibit purposes.

B. Security

1. Divisional Curators and Collections Managers will work with the Facilities Manager to maintain secure collection environments.
2. The Museum has developed an Emergency Procedures Plan. Copies of the Emergency Procedures Plan are located in each Collections Manager's office. The Emergency Procedure Plan is to be updated periodically by a committee appointed by the Museum's Director.

X. RECORDS

- A. The Museum will keep such records as are necessary to establish title and maintain control of its collections. The record keeping will be done in a timely manner.
- B. Accession, deaccession, and incoming loan for exhibit records are kept by the Registrar in the Registrar's Office. Object catalogue and scientific division loan records are kept by the Collections Manager or Divisional Curator in the Division.
- C. A duplicate set of records relating to the legal status of all accessions will be stored off-site.

XI. DEFINITIONS

Abandoned Property - Any property held (except by the terms of a loan) by the museum for five years or more and remained unclaimed is deemed to be abandoned.

Accession - (1) An object or set of objects acquired by the Museum as part of its permanent collection; (2) The act of recording/processing an addition to the permanent collection.

Accession number - A unique control number, referring to a single transaction, permanently assigned by the Registrar.

Accession Record - A unique record that contains the essential information describing the transactions through which the museum acquires specimens. An accession record consists of archival documents (e.g., the Temporary Custody Receipt, Deed of Gift, permits, letters, inventory lists, correspondence, etc.) and the electronic accession database maintained by the Registrar and Collections Managers. It is part of the permanent documentation of the Museum.

Acquisition - Items to which the Museum acquires title (includes both accessions and items for which there is no requisite intention to retain).

Adjunct Curator - An Adjunct Curator has a salaried academic appointment elsewhere at the University of Washington but researches and publishes on Museum collections or contributes substantively to the growth and curation of collections.

Affiliate Curator - An Affiliate Curator has a formal appointment at the University of Washington but is not in a salaried academic position. He or she researches and publishes on Museum collections or contributes substantively to the growth and curation of collections.

Archival Materials - Archival Materials may be either institutional or divisional. They are defined as records of an individual, organization, institution, or expedition kept for their continuing value. They may be in the form of published, unpublished handwritten or typed documents, drawings, maps, posters, prints, blue-prints, photographic materials, machine-based audiovisual media, or other material documentation that records words or images.

Catalog - A record of data necessary to identify individual objects or sets of objects including scholarly information.

Catalog number - A unique control number, applied to a single accessioned item or set of items, permanently assigned by the curatorial staff.

Collections Manager - A Collections Manager is responsible for the care and

management of objects owned by the Museum or borrowed by the Museum under the general supervision of a Curator.

Conservation - The science of preservation and treatment of Museum objects.

Curator - A Curator has primary responsibility for the care, research, and growth of a divisional collection.

Deaccession - The process of permanently removing an accessioned object from the Museum's collection.

Deaccession Record - A record of the conditions and circumstances under which objects are deaccessioned and disposed of will be made and retained as part of the Museum's accession files. Records also will be kept in the pertinent Division catalogue or files.

Department head - Includes members of the Executive Committee.

Destructive Analysis - The permanent alteration, removal, and/or destruction of part or all of a specimen or object for the purpose of gaining scientific data about the specimen or object.

Development purposes - Fundraising.

Disposal - The act of physically removing object/s from a museum collection and consigning it to waste.

Division - The Museum's scientific divisions of Anthropology, Geology, and Zoology.

Division Chair - A Division Chair is a Curator selected to head the Anthropology, Geology, or Zoology Divisions.

Divisional Curator - A Divisional Curator has primary responsibility for the care, research, and growth of a collection and may hold the title of Division Chair, Curator, Adjunct Curator, Affiliate Curator, or Museum Curatorial Associate.

Exempt objects - Exempt objects are those that, in the opinion of the Divisional Curator, have minimal market, research, and educational value.

Expendable objects - Expendable objects are those that are acquired by the Museum without the intent to keep permanently.

Held-In-Trust - Collection(s) or object(s) and associated archival materials that are owned by an outside agency, institution, or tribe may be held by the Museum for designated period of time for curation without being accessioned and may be subject to a curation fee.

Incoming loan - An incoming loan is an object or set of objects borrowed by the Museum for a specified period of time for research or exhibit.

Legal instrument of conveyance - A document which transfers title to the Museum, e.g., deed of gift, bill of sale, etc.

Library material - Library material is printed matter obtained by divisions for use as reference. Library materials are not accessioned into the museums collection unless they have become rare, unique, or extremely valuable and therefore should no longer be available for general use.

Executive Committee - The Executive Committee meets at least once per month to advise the Director on issues of general Museum concern. It is headed by the Director and includes Associate Director, 2-4 Curators (appointed as representatives by the Curators Committee), Registrar, Development Director, Director of Education, Director of External Operations, and Director of Administrative Services.

Museum Curatorial Associate - A Museum Curatorial Associate performs, on a non-salaried basis, the primary curatorial duties for a Museum collection or subcollection.

Museum Field Associate - A Museum Field Associate is involved with the Museum through non-salaried field collection activities.

Museum Research Associate - A Museum Research Associate is non-salaried, has established scholarly credentials, makes regular use of Museum collections for research, and may contribute specimens to Museum collections.

Non-exempt objects - Non-exempt objects are those that are useful to the Museum's mission and divisional scope of collections and which have market, research, and educational value.

Outgoing loan - An outgoing loan is an object or set of objects loaned by the Museum to another institution.

Provenance/provenience - Defines an object in terms of its background, history of ownership and/or the specific geographic location of origin.

Registrar - The Registrar has general responsibilities for the development and enforcement of policies and procedures pertaining to the acquisition, management, and disposition of collections.

Registration - The process of developing and maintaining an immediate, brief, and permanent means of identifying an object for which the institution has permanently or temporarily assumed responsibility.

Registration files - Registration files are collections records kept on file in the

Registrar's Office.

Type specimen - A type specimen is the specimen(s) used as the basis for the establishment of a new species or subspecies. Type status must be validated by publication of the description of the new taxon.

Allison Catherine Deep

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EDUCATION

University of Washington

M.A., Museology

June 2008

Western Kentucky University

B.A., Anthropology and Sociology, Summa cum Laude

May 2005

EXPERIENCE

Archaeology Collections Assistant

Burke Museum Archaeology Department, Seattle, Washington, August 2008 to Present

- Assist staff, students, and volunteers with collections care tasks such as rehousing and cataloging of artifacts and archives
- Assist Archaeology Department with paperwork processing, answering phones, and filing

Student Collections Assistant

Burke Museum Archaeology Department, Seattle, Washington, September 2007 to August 2008

- Performed curation activities including artifact re-housing, photography, inventorying, and artifact packing
- Completed reorganization of archaeology collections

Visitor Services Associate

Burke Museum, Seattle, Washington, November 2006 to August 2008

- Admitted visitors to the museum, answered visitor questions, monitored galleries, answered phones and directed calls

Conservation Intern

The Center for Wooden Boats, Seattle, Washington, August 2007 to December 2007

- Performed conservation treatments on large boat plans including cleaning, humidification and flattening
- Cataloged boat plans using PastPerfect museum software
- Collaborated with CWB Collections Committee to make recommendations for accessioning boat plans

NAGPRA Collections Assistant

Burke Museum Archaeology Department, Seattle, Washington, March 2007 to June 2007

- Photographed objects, archived slides, and updated database in preparation for repatriation

Museum Curation Practicum

Burke Museum Archaeology Department, Seattle, Washington, January 2007 to March 2007

- Cataloged, labeled, rehoused, and photographed artifacts
- Worked with other students to prepare condition reports and packing of artifacts to be loaned

Archaeological Monitor

University of Kentucky, Mammoth Cave National Park, Mammoth Cave, Kentucky, February 2006 to May 2006

- Monitored archaeological resources during electrical construction inside Mammoth Cave
- Supervised the mitigation of possible damage to archaeological and paleontological resources by electrical construction in cave passages

National Council for Preservation Education Internship, Midwest Archaeological Center, National Park Service, June 2005 to September 2005

- Worked with National Park Service archaeologists at Hopewell Culture National Historic Park in Chillicothe, Ohio, Cuyahoga Valley National Park in Ohio, and Sleeping Bear Dunes National Lakeshore in Michigan
- Performed archaeological and geophysical testing including excavation, shovel testing, and magnetometer and fluxgate magnetometer surveys

Archaeological Site Monitor

Mammoth Cave National Park, January 2005 to May 2005

- Monitored archaeological sites at Mammoth Cave as part of the Archaeology Stewardship Program at Western Kentucky University
- Reported damage from looting of archaeological sites to NPS officials and completed detailed site condition reports
- Worked with NPS law enforcement to discourage site looting

Graveyard Archaeology Course

Western Kentucky University, Butler County, Kentucky, May 2004

- Recovered and recorded damaged gravestones at a historic family graveyard
- Probed for buried headstones and footstones, excavated headstones, and recorded gravestone inscriptions using non-abrasive methods
- Exhumed historic grave per request of living family members in order to identify deceased ancestor

Archaeology Field Course

Western Kentucky University, Butler County, Kentucky, May 2003

- Learned archaeological excavation techniques through participating in an archaeological investigation at a historic homestead

References available upon request

Kelly Meyers
Burke Museum
University of Washington
Box 353010
Seattle, WA 98195-3010
Phone: 206-543-7696 Fax: 206-685-3039
kpm2@u.washington.edu

Museum Experience:

The Thomas Burke Museum of Natural History and Culture Seattle, WA
Archaeology Collections Coordinator May, 2006 – Present

- Provide curation information and recommendations to students and outside agencies
- Assist in developing project curation protocols and oversee implementation of protocols
- Provide support to, and supervise interns/volunteers, students and hourly employees
- Review and provide feedback for work completed by students and hourly employees
- Provide project status and progress reports to Program and Collection Managers
- Assist Program Manager with project progress and final reports
- Assist in providing information, access and supervision to researchers
- Research, perform and facilitate conservation of artifacts
- Perform XRF pesticide contamination testing of artifacts
- Process paperwork for new accessions and deaccessions
- Complete loan preparations and documentation
- Assist NAGPRA Coordinator as needed in preparation for and during repatriations
- Monitor and document environmental conditions (insect presence and fluctuations, temperature and humidity)
- Organize field expeditions
- Assist in organization and implementation of public events
- Track budget status and spending
- Assist with preparation and tracking of grant proposals and funds
- Organize departmental resources between Held-In-Trust, NAGPRA and Burke students/staff
- Provide employee orientation and training
- Research and order office and archival supplies and equipment

Archaeology Collections Supervisor March, 2006 – May, 2006

- Coordinated and monitored implementation of protocols for conducting inventory and transfer of Archaeological collection from 45-CA-523 with tribal, government and private agencies (900+ cubic feet of material)
- Evaluated and instructed personnel from multiple agencies in proper artifact curation and packing techniques to insure safety during transport and storage
- Assessed potential damage to artifacts resulting from improper curation or packing
- Provided written and verbal progress reports
- Made travel arrangements for Burke staff

Archaeology Collections Assistant October, 2005 – March, 2006

- Inventoried and cataloged human remains and Northwest Coast artifacts to be repatriated under NAGPRA
- Evaluated portions of GIS database for accuracy and completion
- Scheduled NAGPRA GIS database presentation meetings with local tribes
- Took and transcribed NAGPRA GIS database presentation notes

- Evaluated content and sensitivity of archival documents from the Office of Public Archaeology (OPA) to be transferred to the Burke Museum
- Researched Archaeology collections, archives and library utilizing Argus database for associations to OPA archival documents
- Assisted in facilitation of research of Kennewick Man remains

US Forestry Service

Chugach National Forest Regional Archaeology Office

Anchorage, AK

Volunteer

June, 2005 – August, 2005

- Cataloged artifacts
- Participated in field survey in which a new site was discovered and documented

The Thomas Burke Museum of Natural History and Culture

Seattle, WA

Archaeology Volunteer

September, 2003 – January, 2004

- Continued work on cataloging petroglyph rubbings (see Archaeology Office Asst. description below)

Archaeology Collections Assistant

March, 2003 – September, 2003

- Identified and cataloged petroglyph rubbings and artifacts from Washington State
- Organized cataloging process for petroglyph rubbings
- Trained employees and volunteers in cataloging and proper storage of petroglyph rubbings
- Re-housed artifacts for storage, including making custom sleeves and boxes
- Researched the origin of artifacts and cross-referenced publications relating to artifacts and sites
- Researched and entered collection information in PastPerfect and Argus databases
- Organized archival documents
- Screened, sorted, and re-housed material from level bags

Nordic Heritage Museum

Seattle, WA

Intern, Collections Department

January, 2003 – March, 2003

- Assisted in inspection of textiles for damage and infestation
- Prepared textiles for storage
- Inventoried and cataloged small objects and artifacts in special collections archives
- Assisted in de-installation and packing of art exhibit for travel
- Entered and researched collection information in FileMaker Pro and Past Perfect databases

Education:

Bachelor of Arts in Anthropology and Philosophy

June 2003

University of Washington

Seattle, WA

Courses included: Introduction to Archaeology, Northwest Coast Prehistory, Archaeology Museum Practicum, Anthropology of Education, Anthropology of Development, and Basic Statistics. 3.55 GPA.

Continuing Education:

· Audited Museology Conservation course, MUS 582

January - March, 2008

University of Washington

Seattle, WA

· Archaeology Field School, ANTH 320

June - July, 2006

California State University, San Bernardino

San Bernardino National Forest, CA

Professional Training

· Intermediate and Advanced Excel	August, 2007
· XRF training for Bruker instrument	July, 2007
· Crating and Shipping: The Basics and Beyond	July, 2007
· XRF Safety and Monitoring (Niton)	May, 2007
· ESRI GIS, 2-day training session	November, 2006
· National Preservation Institute: Archaeological Curation, Conservation, and Collections Management	September, 2006

LAURA S. PHILLIPS

Burke Museum of Natural History and Culture
University of Washington, Box 353010
Seattle, WA 98195-3010
Tel. 206-685-3849, Fax. 206-685-3039
lphill@u.washington.edu

Education

M.A., Museology, University of Washington, 2004

B.A., Anthropology, The Colorado College, 1991, with honors, *magna cum laude*

Archaeology/Museology Experience

1993- Archaeology Collections Manager, Burke Museum of Natural History and Culture, University of Washington, Seattle, WA

Manage 1 million+ international archaeological collection, with majority of artifacts from Pacific Northwest, Mexico and Pacific Islands. Coordinate research. Supervise 8 - 20 employees, students, and volunteers. Teach collections management courses to graduate and undergraduate students and sit on thesis committees. Collaborate with Native American tribes on archaeological excavations, artifact and site interpretation (i.e. exhibits and education kits), collections management workshops, rehousing projects, and repatriation (NAGPRA). Coordinate with government agencies to develop curation agreements and operating policies for held-in-trust collections, such as the Kennewick Man collection. Partner with private foundations to develop site stewardship opportunities for the public. Co-curated "Reverent Remembrance," October- February 2004. Served as Acting Curator in 1999.

1992 -93 Laboratory Director/Office Manager, Larson Anthropological/Archaeological Services, Seattle, WA
Directed labwork for all cultural resource management projects. Advised employees on rehousing, preparing objects for analysis, and final curation. Managed office (typically 8 - 12 employees) and ordered lab and field supplies. Analyzed bone and shell artifacts. Wrote and prepared project reports, including map and graphics production.

1991 -92 Archaeologist, Larson Anthropological/Archaeological Services, Seattle, WA
Performed field reconnaissance, including surveys, testing and excavation. Analyzed shellfish remains. Wrote and prepared project reports, including map and graphics production.

Teaching Experience

2003 -06 Practicum in Museum Studies
University of Washington, Certificate Program in Museum Studies.

1998 -02 Collections Management Principles and Practices
University of Washington, Certificate Program in Museum Studies.

1994 - Museum/Archy 490 Curation Practicum
Burke Museum, University of Washington.

1994 - Archy 499, Independent Study in Collections Management
Burke Museum, University of Washington.

2000 Collections Management and Related Operations
2-day workshop, Tamaslikt Cultural Institute, Confederated Tribes of the Umatilla Reservation, OR.

2000 West Point Tribal Oversight Committee Collections
4-day workshop, University of Washington, Burke Museum.

1999 Caring for Collections
1-day workshop, Burke Museum Lecture Series, co-taught with Rebecca Andrews, Ethnology Collections Manager.

Recent Grants Awarded

2006	Wapato Creek Fish Weir Collections Project, Port of Tacoma, WA	\$7500
2005	Faunal Analysis for the Watmough Bay Archaeological Site Stabilization Project – Lopez Island, Washington, Bureau of Land Management, Spokane, WA	\$6000
2004	Watmough Bay Archaeological Site Stabilization Project – Lopez Island, Washington, Bureau of Land Management, Spokane, WA.	\$13560
2005	Preserving Archaeological Evidence: Misfit Records of Public Archaeology, Washington Preservation Initiative, Washington.	\$28,200
2000	Vashon Island Archaeological Project Report Publication, 2000 King County Landmarks and Heritage Commission Special Projects Program Grant, King County Office of Cultural Resources, WA.	\$9200

Honors

Phi Beta Kappa, national honor society
 Pi Gamma Mu, honor society in Social Sciences
 H. Marie Wormington Award (Anthropology)
 J. Van Fleet McLaughlin Award (Community Service)
 Distinction in Anthropology, The Colorado College

Languages

French (7 years), Japanese (2 years), Swedish (1 year)

Membership

Fulbright Senior Specialist Roster, Council for International Exchange of Scholars
 Board Member, West Point Tribal Oversight Committee, West Point Collection, Seattle, WA
 Society of American Archaeology
 Association of Washington Archaeologists

Selected Publications/Papers for Last 4 Years

- 2007 “Caring for an Egyptian Mummy and Coffin” in **Human Remains: Guide for Museums and Academic Institutions**, edited by V. Cassman, N. Odegaard and J. Powell, AltaMira Press, New York (with Linda Roundhill).
- 2007 **Hats Off to Wapato Creek**. Presented at the NW Anthropological Conference, Pullman, WA, March 15.
- 2004 “Adaptive Reuse: Incorporating Public Education Into the Curation Process” in **Special Report on Archaeological Curation**, edited by Terry S. Childs, Society for American Archaeology, Washington D.C.
- 2003 Big Sites – Short Time: Accumulation Rates in Archaeological Sites, **Journal of Archaeological Science** 30, p. 297-316 (with J.K. Stein and J. Deo).
- 2003 **Adaptive Reuse: Incorporating Public Education Into the Curation Process**. Presented at the NW Anthropological Conference, Bellingham, WA, March 20.
- 2003 **Vashon Island Archaeology: A View from Burton Acres Shell Midden**, co-edited with J.K. Stein, University of Washington Press, Seattle. WA.

Relevant Training

- “Packing and Shipping Works of Art,” Western Association of Art Conservation and AIC, taught at Seattle Art Museum, November 2003 (1-day workshop).
- “Treatment of Waterlogged Wood,” The Canadian Conservation Institute, taught at Wetland Archaeology Research Project 10th International Conference, Olympia, WA, April 2003 (1-day workshop).
- “Water, Water Everywhere: Good Decision Making When Salvaging Water-Damaged Collections,” Conservation Center for Art and Historic Artifacts, taught at UW Libraries, Seattle, WA, April 2001

(2-day workshop).

PETER V. LAPE
Box 353010
University of Washington
Seattle, WA 98195
(206) 685-9364
plape@u.washington.edu
September 2008

Current Positions

Department of Anthropology (Associate Professor), Burke Museum (Curator of Archaeology), University of Washington, 2005 – 2008

Previous Positions

Department of Anthropology (Assistant Professor), Burke Museum (Curator of Archaeology), University of Washington, 2005 – 2008

Department of Anthropology (Acting Assistant Professor), Burke Museum (Curator of Archaeology), University of Washington, 2000-2005

Education

Ph. D. Anthropology 2000, Brown University

Dissertation: *Contact and Conflict in the Banda Islands, Eastern Indonesia, 11th-17th Centuries*

M.A. Museum Studies 1995, San Francisco State University

B.A. Physics 1985, University of New Hampshire

Research Interests

Archaeology of cross-cultural encounters and conflict, climate change, island archaeology, history and archaeology, trade and exchange, museums and public archaeology; Island Southeast Asia, Oceania, West Coast North America.

Publications (*peer-reviewed)

Journal articles:

*Lape, Peter V. and Chin-yung Chao. 2008. Fortification as a human response to late Holocene climate change in East Timor, in *Climate Change in the Indo Pacific: Human Responses from the Late Pleistocene to the Little Ice Age* edited special issue in *Archaeology in Oceania* 43:11-21.

*Lape, Peter V. 2007. Introduction to special issues: Climate Change in the Indo Pacific: Human Responses from the Late Pleistocene to the Little Ice Age, *Archaeology in Oceania* 42:81.

*Lape, Peter, Sue O'Connor and Nick Burningham. 2007. Rock art: A potential source of information about past maritime technology in the South-East Asia-Pacific region. *The International Journal of Nautical Archaeology* 36(2): 238–253.

*Lape, Peter V. 2006. Chronology of Fortified Settlements in East Timor. *Journal of Island and Coastal Archaeology* 1(2):285-298.

*Lape, Peter V. 2005. Archaeology of Islam in Island Southeast Asia. *Antiquity* 79: 829-836.

Lape, Peter V. 2004. Working with local museums: A case study from Eastern Indonesia. *Bulletin of the Indo-Pacific Prehistory Association* 23:187-190.

*Lape, Peter V. 2003. Theoretical insights from studies of culture contact in eastern Indonesia. *Archaeology in Oceania* 38: 102-109.

*Lape, Peter V. 2002. On the use of archaeology and history in Island Southeast Asia. *Journal of the Economic and Social History of the Orient* 45(4): 468-491.

Journal articles (cont.):

*Lape, Peter V. 2002. Historic maps and archaeology as a means of understanding late pre-colonial settlement in the Banda Islands, Indonesia. *Asian Perspectives* 41(1): 43-70.

*Lape, Peter V. 2000. Political dynamics and religious change in the late pre-colonial Banda Islands. *World Archaeology* 32(1): 138-155.

*Lape, Peter V. 2000. Contact and colonialism in the Banda Islands, Maluku, Indonesia. *Bulletin of the Indo-Pacific Prehistory Association* 20:48-55.

Editorial:

Lape, Peter V. and Peter White, eds. *Climate Change in the Indo Pacific: Human Responses from the Late Pleistocene to the Little Ice Age* special issues of *Archaeology in Oceania*, for publication in issues 42-43, 2007-8.

Book Chapters:

***Lape, Peter V.** and Randy Hert (under review). Archaeological practice in Timor Leste: Past, present and future. In *Cultural Resource Management in Southeast Asia*, John Miksic, ed., submitted September 2006

*Lape, Peter V. 2006. On the use of archaeology and history in Island Southeast Asia. In *Excavating Asian History: Interdisciplinary Studies in Archaeology and History*, pp. 278-306, Norman Yoffee and Bradley Crowell, eds., University of Arizona Press.

*Lape, Peter V. 2004. The isolation metaphor in island archaeology. In *The Archaeology of Insularity: Examining the Past in Island Environments*, pp. 223-232, Scott Fitzpatrick, ed., Greenwood Press.

Book and Film Reviews:

Lape, Peter V. 2007. Review of film *Kuwòot yas. Èin: His Spirit is Looking out from the Cave*, Sealaska Heritage Institute (2005). *Visual Anthropology* 20(2/3): 261-262.

Lape, Peter V. 2006. Review of *Southeast Asian Archaeology*, Victor Paz, ed. (2005). *Asian Perspectives* 45(1): 110-112.

Other Publications:

Lape, Peter V. 2005. Puget Sound Traditional Food and Diabetes Project. *AWA Newsletter* 9(1): 7-8.

Lape, Peter V. 2003. Does archaeology have a role in building the nation of East Timor? *Asian Social Issues Program*, The Asia Society, <http://www.asiasource.org/asip/archaeology.cfm>.

Lape, Peter V. 1999. Archaeologists and local museum development: A case study from the Banda Islands, Indonesia. *Southeast Asian Archaeology International Newsletter* 9:4-5.

Research Grants and Fellowships

National Geographic Society, *Early Agriculture in Eastern Indonesia*, \$32,000, including \$7,000 UW cost share, 2007-8.

Luce Foundation, *Southeast Asia Archaeology Research and Training Program*, \$985,000 including \$515,000 UW cost share, 2006-2010

Port of Tacoma, *Analysis of Wapato Creek Wet Site Materials*, \$8,600, 2006

UW Southeast Asia Center Faculty Research Award, *Archival research in Portugal*, \$3,000, 2004

UW Royalty Research Fund, *Archaeology of Colonial East Timor*, \$29,000, 2003-4

UW Southeast Asia Center Faculty Research Award, *Archaeology of Colonial East Timor*, \$6,900, 2003

Research Grants and Fellowships (cont.)

Luce Foundation, *Doctoral Fellowship for Southeast Asian Studies*, Australian National University, 1999-2000

NSF, *Dissertation Improvement Grant* (SBR 9806320), \$12,000, 1998-1999

Fulbright Award, *dissertation research in Indonesia*, \$18,000, 1997-1998

Center for Field Research/Earthwatch, *dissertation research in Indonesia*, \$32,000, 1997, 1998

Brown University, *Dissertation Research Fellowship*, \$5,000, 1997

USDE Foreign Language Area Studies (FLAS) Fellowship, *Indonesian language study*, 1996

Brown University, *University Fellowship*, 1994-1995

Museum Collections Improvement and Curation Grants and Contracts

4Culture, *Preserving Duwamish #1 site collections*, 2007-8, \$4,635

NPS NAGPRA Grant, *Eastern Washington joint claim reburial*, \$15,000, 2007-8

Pierce College, *NAGPRA Compliance*, \$14,562, 2007

Pierce College, *Purdy Site NAGPRA Compliance*, \$23,419, 2007

Washington State Dept. of Transportation, *Curation of Port Angeles collections*, \$265,480, 2006-2011

Washington Preservation Initiative, *OPA Archives Project*, \$28,045, 2005-6

Various government agencies (e.g. Army Corps, NPS, USFS, Puyallup Tribe, Port of Seattle, etc.), *Archaeological Curation Fees*, \$454,040, 2000-2007

Washington State Parks and Recreation Commission, *State Parks Collections Curation and NAGPRA Compliance*, \$160,000, 2003-8

NPS NAGPRA Grant, *NAGPRA GIS Database Project* (co-PI with James Nason), \$74,657, 2003-5

King County Cultural Resources Office, *Cultural Facilities Grant* (co-PI with Dr. Robin Wright), \$13,284, 2002

UW Arts and Sciences, *NAGPRA RA position, 1 quarter per year for 4 years*, approx. \$25,000, 2002 – 2006

UW Graduate School, *Papua New Guinea Cooperative Agreement*, \$6,000, 2001-02

King County Roads Services Division, *Archaeological Resources Database*, \$52,521, 2001

King County Cultural Resources Office, *Cultural Facilities Grant*, \$17,500, 2001

Museum Public Programs Grants

Various private donors, *Burke Archaeology Endowment Campaign*, \$245,000, 2000-2007

Goodfellow Foundation, *Waterlines Project Planning*, \$2,500, 2006-7

Institute of Ethnic Studies in the US, *Puget Sound Traditional Diet and Diabetes Planning Grant*, \$8,116, 2003

King County Cultural Resources Office, *Archaeology Education* (2), \$13,500, 2003-4

King County Cultural Resources Office, *Special Projects*, \$10,000, 2001-02

University Teaching

University of Washington courses taught:

Archy 101: Anthropology of War, 1 quarter
Archy 270: Field Course in Archaeology (in East Timor), 1 quarter
Archy 272: Short Field Course in Archaeology (in Washington), 1 quarter
Archy 325: Archaeology of Island Southeast Asia and the Pacific, 3 quarters
Archy 465: Public Archaeology, 4 quarters
Archy 469: History and Archaeology, 1 quarter
Archy 469/General Studies 361: Burke 101, 1 quarter
Archy 490: Archaeological Curation, 5 quarters
Archy 499: Independent research, ongoing
Archy 525: Archaeology of Island Southeast Asia and the Pacific (graduate student version), 3 quarters
Archy 570: Climate Change and Archaeology, 1 quarter
Archy 600: Independent research, ongoing

Teaching awards and grants:

4x4 Writing/Teaching Workshop (organized Anthropology faculty proposal, workshops), 2006-7

Difficult Dialogues course development award (with Danny Hoffman), 2006-8

Faculty Mentor for Kris Bovy, Huckabay Teaching Fellows Program, UW, 2004-5

Student advising:

Ph.D. advisor

Chin-yung Chao (PhD 2008), Chung-Ching Shiung (PhC 2007), Emily Peterson, Amy Jordan, Amanda Scherrer, Jennifer Huff, Mark Mabanag, Andrew Cowan

Ph.D. committee member

Poorvee Vyas (PhD 2005), Christina Giovas (PhC 2006), Chris Lockwood (PhC 2005), Phoebe Anderson (PhC 2004), Jack Johnson (PhC 2008), Jacob Fisher (PhC 2008), James Taylor, Shelby Anderson, Colby Phillips

M.A. advisor, Museology

Katie Chobot (MA 2006), Latasha Richards (MA 2007), Rachel Evans (MA 2007), Allison Deep (MA 2008), Dena Sedar, Lee Beaudoen, Elisa Ford, Brooke Shelman

M.A. committee member, Museology

Kaleesha Chorba (MA 2004), Laura Phillips (MA 2004), Randy Hertzler (MA 2005), Rachel Ballard (MA 2005), Joan Sutliff (MA 2006), Robin Goldberg, Ginger Bellerud

Undergraduate Honors Program advisor

Peter Nelson (BA 2007; Best Honors Thesis Award recipient)

Outside reader

Daud Tanudirjo (PhD 2003, Australian National University), Ron Adams (PhD 2007, Simon Fraser University), Michael Maccheroni (PhD 2007, University of New England, Australia), Maryclare Swetekelly (Australian National University)

Other teaching:

Field School Director, Spice Islands Archaeological Project: field school for 6 Earthwatch teams, Indonesian counterparts; museum education project for Indonesian high school students, 1997-98

Teaching Consultant, Sheridan Center for College Teaching, Brown University, 1995-6

Archaeological Field Projects

Early Neolithic Settlement on Pulau Ay, Indonesia, 2007-, Principal Investigator

Luce SE Asia Field Training Program, field projects in Indonesia, Malaysia, Philippines, 2007-2010, Director

Late Holocene Fortifications in East Timor (2002-): Principal Investigator

Spice Islands Archaeology Project, Banda Islands, Indonesia (1995-99): Principal Investigator

Conference Presentations, Lectures and Seminars

“New Evidence for Early Agriculture in Island Southeast Asia”, invited paper with Daud Tanudirjo and Gyoung-Ah Lee, Society for American Archaeology Meeting, Vancouver, March 2008

Historical Archaeology of Cross-Cultural Encounters: The Problems and Possibilities of Seeing Europeans and Asians through each other’s eyes”, invited paper, Exchange of material culture over the sea: Contacts between Europe, East and Southeast Asia in the 16th-18th centuries, Academia Sinica, Taipei, November 2007

“Undergraduates as Informal Educators in a Natural History Museum”, invited paper with Elizabeth Nesbitt and Larkin Hood, Geological Society of America Annual Meeting, Denver, October 2007.

“Archaeological practice in Timor Leste: Past, present and future”, invited paper, Cultural Resource Management in Southeast Asia, Asian Research Institute, National University of Singapore, July 2006

“Puget Sound Traditional Food and Diabetes: Archaeological Data in an Educational Outreach and Public Health Context”, poster presentation (co-author with Kris Bovy and Robert Kopperl), Society for American Archaeology Meeting, San Juan, Puerto Rico, April 2006

“Puget Sound Traditional Food and Diabetes: Archaeological Data in an Educational Outreach and Public Health Context”, poster presentation (co-author with Kris Bovy and Robert Kopperl), Northwest Anthropological Conference, Seattle, March 2006

“Climate Change in the Indo Pacific: Human Responses from the Late Pleistocene to the Little Ice Age,” (session co-organizer with Julie Field), Indo-Pacific Prehistory Association Conference, Manila, March 2006

“Late Holocene Landscape and Climate Change in East Timor”, invited paper, Indo-Pacific Prehistory Association Conference, Manila, March 2006

“Depictions of maritime technology in the rock art of East Timor”, invited paper, Indo-Pacific Prehistory Association Conference, Manila, March 2006

“Living with Colonial Legacies”, session moderator, Narrating Colonial Encounters: Germany in the Pacific Islands, Seattle, May 2005

“Feeding the Beasts: Human-landscape Interactions in Colonial and Post-colonial East Timor”, invited paper, Society for American Archaeology Meeting, Salt Lake City, March 2005

“Puget Sound Traditional Diet and Diabetes: Collaborative Research between Tribal Members, Health care workers and Archaeologists”, invited panel presentation, Honoring the Heritage of Plateau Peoples Conference, Washington State University, Pullman, WA, September 2004

“Archaeological Investigations of Colonial Period Settlement in East Timor”, invited seminar, Archaeological Institute of America, Willamette University, Salem, OR, September 2004

“Innovative Uses of Museum Archaeological Collections”, session organizer and chair, Northwest Anthropological Conference, Bellingham WA, April 2003

“What can research in Indonesia contribute to world historical archaeology?”, invited roundtable presentation, Indo Pacific Prehistory Association Meeting, Taipei, September 2002

“Violence and Islam in Maluku, past and present”, invited roundtable presentation, Liberal Islam and Social Justice in Indonesia, Seattle Humanities Forum, April 2002

“Insularity in the Crossroads of Island Southeast Asia”, invited paper, Society for American Archaeology Meeting, Denver, March 2002

Conference Presentations, Lectures and Seminars (cont.)

"Theoretical Insights from Studies of Culture Contact in Eastern Indonesia", invited paper, Society for American Archaeology Annual Meeting, New Orleans, April 2001

"Political Dynamics, Trade Networks and Religious Change in the Late Pre-colonial Banda Islands, Eastern Indonesia", invited paper, Society for American Archaeology Annual Meeting, Philadelphia, April 2000

"Culture Contact Models in Archaeology and History", invited seminar, Department of Archaeology, University of Western Australia, Perth, Australia, March 2000

"Islands in History: Historical, Ethnographic and Archaeological Approaches to Island Landscapes", session organizer and chair, American Anthropological Association Annual Meeting, Chicago, November 1999

"Contact and Conflict in Early Modern Eastern Indonesia", invited seminar, Research School of Pacific and Asian Studies, Australian National University, Canberra, Australia, September 1999

"Islam and Settlement in 14-16th century Banda", Indo-Pacific Prehistory Association Conference, Melaka, Malaysia, July 1998

"Local Museum Development in Eastern Indonesia", Indo-Pacific Prehistory Association Conference, Melaka, Malaysia, July 1998

"Culture Contact in 16th-Century Banda", Southeast Asian Summer Studies Institute (SEASSI) Research Conference, Tempe, AZ, July 1996

"Archaeological Collections in California", Society for California Archaeology Meeting, Eureka, April 1995

Public Lectures

"Teaching about Kennewick Man" invited keynote lecture, Washington State Council for the Social Studies Annual Conference, Chelan, WA, March 2007

"National heritage, parks and land use issues in East Timor" invited lecture, East Timor Action Network, Seattle, April 2004

"Tending the Ruins: Archaeology, Landscape and Memory in Indonesia" invited lecture, Reverent Remembrance Lecture Series, Burke Museum, December 2003

"Looting: Price of War or Prize of Victory?" invited panel discussant, Burke Museum, June 2003

"Traditional Boats in Indonesia's Spice Islands" The Center for Wooden Boats, Seattle, November 2002

"Archaeology in Indonesia's Spice Islands" Pacific Northwest Archaeological Society, Seattle, December 2001

"Spice Islands Encounters" Western Australia Maritime Museum, Fremantle, Australia, March 2000

"Spice Islands Archaeology" Haffenreffer Museum of Anthropology, Brown University, Bristol, April 1999

Museum Exhibits

Exhibit Curator, "Archaeology in East Timor," Burke Museum, 2007

Co-Principal Investigator, NAGPRA GIS Project, Burke Museum, 2004-6

Exhibit Curator, "Money," Burke Museum, March – July 2006

Exhibit Co-curator, "Reverent Remembrance," Burke Museum, October 2003 – February 2004

Exhibit Curator, "Tale of Two Points," Burke Museum, 2001

Museum Exhibits (cont.)

Exhibit Curator and Designer, "Arkeologi dan Sejarah Banda," Muzium Rumah Budaya, Indonesia, 1998

Other Museum Experience

Principal Investigator, Traditional Diet and Diabetes in Puget Sound Native American Communities, Burke Museum, 2003-2005

Acting Director, Museology Program, University of Washington (Spring 2003)

Public Relations Coordinator, Haffenreffer Museum of Anthropology, Brown University, 1997

NAGPRA Archaeology Researcher, Hearst Museum of Anthropology, University of California, 1993-4

CRM Collections Manager, Treganza Museum of Anthropology, San Francisco State University, 1993-4

University and Public Service***University of Washington service:***

Archaeology Search Committee (chair, 2006-7; committee member 2001 and 2003)

Curator of Asia-Pacific Ethnology Search Committee (2007)

Curator of Native American Ethnology Search Committee (2007)

Anthropology Diversity Committee (2005-2007, co-chair, 2005-6)

Anthropology Development Committee (2004-7)

Archaeology Teaching Coordinator (2004-7)

Southeast Asia FLAS Fellowship Selection Committee (2002)

Archaeology Graduate Admissions Coordinator (2005)

Archaeology Lecture Series (FAALS) Coordinator (2000-2006)

Archaeology Program Coordinator (2005-6)

Museology Director search committee (2006)

Other University of Washington Affiliations:

Southeast Asia Program Affiliate Faculty Member

Museology Program Affiliate Faculty Member

Program on Climate Change Affiliate Faculty Member

Other service:

Reviewer for NSF Archaeology Program, *Asian Perspectives*, *Archaeology in Oceania*, *Bulletin of the Indo-Pacific Prehistory Association*, King County (Washington) Landmarks and Heritage Commission 2001-

Editorial Board member, *Journal of Island and Coastal Archaeology*

Cascade Land Conservancy, *Cascade Dialogues* planning committee member, 2004-7

Seattle Times/KING 5, *Follow a Leader*, nominated community leader and mentor, 2004

Languages

Indonesian (good conversational/reading ability), Spanish (basic conversational ability)

Citizenship: USA

Megon Ann Noble

Burke Museum
University of Washington
Box 353010
Seattle, WA 98195
Phone: 206-685-3849 ext 2 Fax: 206-685-3039
megnoble@u.washington.edu

Education

University of Washington Seattle, WA
September 1999- June 2001
M.A. in Museology with a focus in Pacific Northwest History, Native American Cultures,
Collections Management and Curation

Tufts University Medford, MA
September 1994- May 1998
B.A. in Anthropology and History with a minor in African and New World Studies
Graduated Cum Laude

Areas of Specialization

- Native American Graves Protection and Repatriation Act
- Anthropological and historic object collection management and curation
- Preventative conservation management
- Assessment of collections for pesticide contamination
- Historic Preservation
- Pacific Northwest Native cultures and cultural resources

Work Experience

Burke Museum of Natural and Cultural History Seattle, WA
December 2001- present
Assistant Archaeology Collections Manager/ NAGPRA Coordinator
Responsible for general collections care and curation. Responsible for responding to archaeology NAGPRA inquiries. Coordinate NAGPRA for Archaeology Department, including consultation visits and writing Notices of Inventory Completion. Supervise graduate students conducting pesticides testing in collections, test tribal collections, and educate tribal museums on appropriate handling procedures. Manage and train volunteers and students on archaeology curation practices. Communicate with donors regarding incoming accessions. Coordinate Native American Advisory Board.

June 2001- December 2001
Archaeology NAGPRA Coordinator
Coordinate with staff, tribes, and outside agencies to complete NAGPRA inventories. Responsible for writing draft Notices of Inventory Completion for a portion of the archaeology collections from Washington State. Respond to NAGPRA inquiries from tribes, as well as outside agencies. Work with museum database, Argus, to generate reports for tribes, and agencies. Facilitated the completion of the Biannual NAGPRA Summary. Catalog portions of the collection. Supervise archaeology interns. Tested portion of the archaeology collections for potential pesticide contamination. Developed safe artifact handling procedures.

January 2001- June 2001
Research Assistant
Responsible for various repatriation related tasks.

University of Washington, Museology Graduate Program Seattle, WA
January 2003- present
Part-time Lecturer
Instructed students in the principles of collections management through lecture, labs, and activities in Museum 481: Collections Management

Issaquah Historical Society

Issaquah, WA

December 2000- June 2001

Project Coordinator

Coordinated "Preserving the Stories of Issaquah", a publication of long time residents' personal memories. Published workbooks containing memory-sparking questions and photographs, which were distributed and completed by approximately 100 residents. Responsible for selecting passages and photographs from participants to publish in Memorybook. Managed volunteer committee. Oversaw budget. Coordinated corporate fundraising.

Museum of History and Industry

Seattle, WA

August 2000- November 2000

Textile Intern

Researched individuals, events, and clothing for exhibit "Who, What, Wear". Assisted with various collections management tasks for the textile collection, including re-housing and inventorying. Performed registrarial tasks for a backlog of clothing not yet accessioned, including preparing deed of gifts and corresponding with donors.

U.S. General Services Administration

Auburn, WA

January 1999- September 2000

Historic Preservation Specialist

Coordinated federal compliance to the National Historic Preservation Act. Served as a liaison between property managers, architects, local government officials, and State Historic Preservation Officers. Reviewed potential sites for new federal buildings to minimize impact to historic and archaeological resources. Coordinated budget call for GSA's Historic Preservation Fund. Responsible for researching history of federal buildings in the Pacific Northwest/ Arctic Region, composing text, and locating historic photographs for award winning heritage website (www.northwest.gsa.gov/heritage).

Robert S. Peabody Museum of Archaeology

Andover, MA

May 1998-August 1998

Repatriation Assistant

Helped coordinate Native American Graves Protection and Repatriation Act inventory. Utilized database, and worked in conjunction with museum staff editing and compiling information necessary for federal compliance of the law. Researched collection for relevant information regarding funerary objects and human remains retained or managed by the museum.

October 1997- April 1998

Intern to the Coordinator of Repatriation

Assisted with cataloging and researching archaeological collections marked for repatriation. Majority of collection from Pecos, New Mexico.

U.S. Department of the Interior, Bureau of Reclamation

Denver, CO

May 1997- August 1997

Curatorial Assistant

Researched historic preservation laws pertaining to ownership of museum properties, archaeological collections, and other cultural resources culminating in a document entitled, "Public Property, Private Property, and Federal Responsibilities for Museum Property: An Examination Issues and Pertinent Case Laws".

Professional Training**Archaeological Curation, Conservation, and Collections Management, National Preservation Institute**

September 2007

Seattle, WA

Photographic Negatives Training

September 6, 2007

Seattle, WA

Burning Records- Events, Response, and Mitigation April, 2005	Seattle, WA
Preservation Management of Machine-Based Legacy Audiovisual Collections February, 2005	Seattle, WA
Environment and Preservation: Basic Principles, Monitoring Approaches, and Effective Actions October, 2004	Seattle, WA
Packing and Shipping Works of Art November 2003	Seattle, WA
Native American Graves Protection and Repatriation Act Training November 2002	Seattle, WA
Integrating Cultural Resources in National Environmental Policy Act Compliance September 1999	San Francisco, CA
Planning with Communities, Good Neighbor Training January 1999	Auburn, WA
Cultural Resources Management Training June 1997	Park City, UT

Steven Denton

PO Box 2391
Issaquah, WA 98027
(425) 466-0955
steve_denton@earthlink.net

Summary

Results-oriented project manager with over 10 years experience in museum fields. I am recognized for my ability to communicate effectively across diverse groups: identify needs, establish shared visions, develop strategic plans, and effectively manage implementation, while consistently exceeding expectations.

Professional Experience

- | | | |
|------------------|--|--------------------|
| 1/2002 – current | <i>Burke Museum of Natural History & Culture</i>
Program Manager, Archaeology
Create curation contracts with government agencies for held-in-trust collections; manage on-going relationship with agencies for held-in-trust collections; create and implement curation protocols for held-in-trust collections; supervise curation projects completed under contract with federal and state agencies; act as point-of-contact for curation of newly created archaeological collections; research Burke Museum collections to clarify ownership issues; present at meetings on related issues. | <i>Seattle, WA</i> |
| 9/2003 – current | <i>Washington State Curation Summit</i>
Coordinator
Coordinate and moderate state-wide meetings to discuss issues pertaining to curation of archaeological collections; manage group website. | |
| 7/2001-1/2002 | <i>Burke Museum of Natural History & Culture</i>
Program Coordinator, Archaeology
Coordinated joint project between Burke Museum and King County Roads Division; coordinated research team to identify information on unrecorded archaeological resources; acted as point of contact with various agencies, museums and historical societies throughout the County. | <i>Seattle, WA</i> |
| 6/1999-6/2000 | <i>Burke Museum of Natural History & Culture</i>
NAGPRA Coordinator, Archaeology
Managed review of all Burke Museum archaeological collections to identify and report all previously undetected objects subject to NAGPRA (Native American Graves Protection and Repatriation Act); acted as liaison with Native American tribes; primary driver of inter-tribal consultations aimed at streamlining the repatriation process; managed contract project for Washington State Parks to identify all State Park collections in repositories throughout Washington State; co-authored final report detailing suggested NAGPRA compliance procedures. | <i>Seattle, WA</i> |

9/1996-12/1998	<p><i>Burke Museum of Natural History & Culture</i> <i>Seattle, WA</i></p> <p>Research Assistant, Archaeology</p> <p>Coordinated and participated in NAGPRA consultations between the Burke Museum and Washington, Oregon and Idaho federally recognized tribal governments; researched archaeology collections and updated collection records to comply with NAGPRA; supervised students working on numerous projects.</p>
3/1989-11/1992	<p><i>Robert Lyons, Photographer</i> <i>Seattle, WA</i></p> <p>Photographic Conservation Assistant</p> <p>Conducted photographic conservation using modern techniques. Projects required proper handling, storage and care of photographic resources. Collections included photomurals of Washington State House of Representative legislators, 1889 to 1987 and Fred E. Miller images created on the Crow Reservation, 1898 to 1912.</p>
Education	<p>M.A., Museum Studies, <u>University of Washington</u>, Seattle, WA 1998</p> <p>B.A., Anthropology/American Indians Studies, <u>University of Washington</u>, Seattle, WA 1996</p> <p>Certificate of Completion, <u>Photographic Center Northwest</u>, Seattle, WA 1990</p>
Additional Training	<p>Native American Graves and Repatriation Seminar, <u>National Park Service, National NAGPRA Program</u>, Seattle, WA 2002</p> <p>Photographic Processes Workshop, <u>George Eastman House</u>, Rochester, NY 1999</p> <p>Internship, Photographic Collection, <u>Museum of History and Industry</u>, Seattle, WA 1998</p> <p>Native American Graves Protection and Repatriation Workshop, <u>University of Nevada – Reno</u>, Seattle, WA 1998</p> <p>Oral History Workshop, <u>Museum of History and Industry</u>, Seattle, WA 1998</p> <p>Archaeological Field Training, <u>Central Washington University</u>, Ellensburg, WA 1995</p>

Burke Museum Archaeology Department Staff

Name – Position	Telephone	E-mail
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Phillips, Laura - Collections Manager	206-685-3849 X2	lphill@u.washington.edu
Denton, Steven – Held-in-Trust Program Manager	206-543-7696	sdenton@u.washington.edu
Noble, Megon - Asst. Collections Manager & NAGPRA Coordinator	206-685-3849 X2	megnoble@u.washington.edu
Meyers, Kelly - Collections Coordinator	206-543-7696	kpm2@u.washington.edu
Deep, Allison - Collections Assistant	206-685-3849 X2	deepa@u.washington.edu

The Executive Committee includes:

Executive Director

Associate Director

Associate Director of Research

2-4 Curators (representatives from each Division)

Registrar

Director of Finance

Director of Development

Director of Education

Director of Visitor Services

Director of External Communication

Mission Statement:

The Burke Museum of Natural History and Culture creates a better understanding of the world and our place in it. The Museum is responsible for Washington State collections of natural and cultural heritage and sharing the knowledge that makes them meaningful. The Burke welcomes a broad and diverse audience and provides a community gathering place that nurtures life-long learning and encourages respect, responsibility and reflection.